

Instructions for Completing the Paper Version of the Annual Multi-Family Recycling & Waste Reduction Report

This document contains instructions for completing the Annual Multi-Family Recycling & Waste Reduction Report for your property using the paper form. If you need additional assistance, please call Lauren Kuhn with the Montgomery County Division of Solid Waste Services (DSWS) at (240) 777 – 6446.

Instructions for Page 1 of the Annual Multi-Family Recycling & Waste Reduction Report:

At the top of the page on the right, indicate the calendar year for which you are filing the report. For example, if filing the report for Calendar Year 2010 (January 1, 2010 – December 31, 2010), write “2010.”

Property Name: Provide the complete legal name of the property.

Property Physical Address: Provide the complete **site** address of the property including street address, city, and zip code.

Property Type and Sub-Type: Check the appropriate boxes to indicate whether the property is a condominium, apartment/rental, or cooperative property. Indicate whether the property is a High-Rise, Mid-Rise, Garden-style, or Mixed-type property.

Number of Units: Provide the number of dwelling units at the property.

“Green” Acreage of Property: Indicate the number (or fraction) of acres at the property that are covered by grass and/or plants and trees. That information can be used to estimate the annual amount (pounds) of yard trim materials processed by grasscycling or composting. If you use a landscaper, that company should be able to provide you with this number.

On-Site Contact Person

Name and Title: Provide the full name and title of the on-site contact person who will be available to County staff to answer any questions regarding this annual report. If your property does not have an on-site contact, write “Not applicable” or “N/A.”

Contact information: Provide the complete mailing address for the on-site contact person, including street address, unit/suite number, city, state, and zip code. Check the box if the address is the same as the property’s physical address; you do not need to fill in the information twice. Provide the complete telephone number, fax number, and e-mail address for the on-site contact person.

Property Management Company: Provide the complete name, if any, of the property management company responsible for the management of the property. If your property does not use a property management company, write “Not applicable” or “N/A.” If you have information regarding the owner instead, please provide that information.

Property Management Company Contact Person Name and Title: Provide the full name and title of the property management/owner contact who will be available to County staff to answer questions regarding this annual report.

Contact information: Provide the complete mailing address for the property management company contact person, including street address, unit/suite number, city, state, and zip code. Provide the complete telephone number, fax number, and e-mail address for the property management contact.

Signature: The person preparing the annual report must be the Designated Responsible Party (i.e., property owner, property manager, or other designated responsible representative) and must sign and date the form.

With this signature, the Designated Responsible Party certifies that this property complies with the recycling and reporting requirements of Montgomery County Executive Regulation 15-04AM.

Instructions for Page 2 of the Annual Multi-Family Recycling & Waste Reduction Report:

At the top of the page, write the name of the property and the calendar year for which you are filing the report.

Instructions for completing the table: To help you complete the table, gather the records you keep on your recycling and solid waste disposal programs. Records include, but are not limited to, your contracts or invoices for weekly recycling and trash collection, bulk trash removal, scrap metal collection, landscaping, special

Christmas tree recycling collection, and any scale house weight tickets you have from self-hauling recyclable materials to recycling facilities or log sheets tracking tonnages of materials delivered to the Montgomery County Solid Waste Transfer Station/Recycling Center. You may also need to contact your solid waste and/or recycling collection company to gather information. If you do not know what the property's solid waste collection areas look like, conduct an evaluation of them, noting container types, quantities, and labels.

Material Type Column: The "Material Type" column lists the materials your property is required to recycle in accordance with the County's recycling regulations as well as solid waste (trash) collected for disposal. It also includes rows where you can include information on materials you recycle voluntarily (for example, printer ink cartridges, carpet padding, etc.) Please provide all pertinent information about each material recycled and disposed at the property. **If you leave any row blank other than "Corrugated Cardboard" (component of "Mixed Paper") or a row under "Voluntary Recyclable Materials," DSWS staff will contact you to obtain this information and will consider your report incomplete until the information is submitted.**

Data columns: Use the columns to the right of the "Material Type" column to indicate how and how much of the material is collected.

Container Type: List the type of container (including size) used to collect the material. Refer to the bottom of the report form page for examples of common collection containers.

Total Number of Containers: Indicate how many containers are serviced by collectors and/or staff. If you have other containers on site that are emptied into these containers, only include the containers serviced by the collector.

Number of Collections: Indicate how many times the containers are emptied during the timeframe selected in the Collection Frequency column immediately to the right.

Collection Frequency: Indicate the frequency of collection, such as weekly or monthly, of your collection service for a particular material. For example, if your Mixed Paper container is collected two times per week, you would fill out the form as follows:

Number of Collections	Collection Frequency
2	<input checked="" type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> on-call

Total Annual Amount Collected (Pounds/Year): Provide the total amount in pounds of each material that was collected during the previous calendar year for which the report is being filed. Check your scale house tickets and/or invoices for this information. If you do not have this information, check with your service providers.

Collector Name, Address, Phone Number: Provide the names, addresses, and telephone numbers of the companies that collect the various recyclable materials and trash at your property. If your property self-hauls any materials, write "self-haul" as well as the name of the facility to which the material was self-hauled.

You may need to verify this information with the company providing recycling and refuse collection service, which may include the janitorial service company, recycling collection company, or your property manager.

Material-specific instructions:

Mixed Paper: Provide data on the property's mixed paper recycling program. If the property collects cardboard separately from other types of mixed paper, report data on cardboard in the following row.

Commingled Materials: Provide data on the property's commingled materials recycling program. Commingled materials are defined as glass bottles and jars; aluminum cans and foil products; bi-metal steel/tin cans; and plastic bottles, containers, jars, tubs, lids, etc. mixed together.

Scrap Metal: Provide data on the property's scrap metal recycling program. Scrap metal includes predominantly metal materials generated by property staff, residents and private contractors hired for renovation, construction and demolition projects. Examples of scrap metal include toasters, irons, pots

and pans, bed frames, sinks, metal furniture, small and large appliances, metal rebar, and chain-link fencing. Small scrap metal recycling containers should be located throughout the property, at every recycling collection area, for residents to use to recycle smaller scrap metal items such as pots, lamps, or wire hangers. However, this report should cover the container actually collected by your scrap metal collector, which may be a roll-off or an enclosed storage area (separate from bulk trash). Indicate how many scrap metal collections occurred at your property. For example, if a collector collects your property's scrap metal once a quarter, you would fill out the form as follows:

Number of Collections	Collection Frequency
4	<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> yearly <input type="checkbox"/> on-call

Christmas Trees: Indicate the type of container into which residents place Christmas trees. In the "Total Annual Amount Collected" field, indicate how many trees were processed, for example "75 trees," or the total weight in pounds of the trees collected. Check your scale house tickets or invoices for this information, or request the information from the collector contracted to process your Christmas trees.

Yard Trim: Provide data on how the property recycles grass, leaves, brush and garden trimmings.

- Specify "Grasscycling" or "Composting" in the "Container Type" column. In the "Total Annual Amount Collected" field, estimate the pounds of yard trim composted and/or grass clippings grasscycled based on your property's green acreage. Alternatively, provide the cubic volume of materials processed (your landscaper should be able to help you with this information). DSWS can also help estimate the weight if you provide the green acreage of the property.
- Indicate the name and contact information of your landscaping company.

Voluntary Recyclable Materials: If your property voluntarily recycled additional materials, for example toner cartridges or fluorescent light bulbs, provide data on those recycling programs in this section. In the "Material Type" column, please specify what material was collected. If you have more than two materials that were recycled voluntarily, please include that information on an attached sheet.

Solid Waste (Trash): Provide data on your trash/refuse disposal, including bulk trash.

If the data table is not large enough to include data on all of your recycling and solid waste disposal programs, please attach additional pages to your report.

Instructions for Page 3 of the Annual Multi-Family Recycling & Waste Reduction Report:

At the top of the page, write the name of the property and the calendar year for which you are filing the report.

Waste reduction: Provide a summary of the progress made at the property to reduce waste collected for disposal. Some examples are provided on the report form.

Outreach and Education: Use the checkboxes to indicate what efforts have been undertaken at the property to educate residents and staff. Use the last checkbox to write in other activities conducted that are not included on the form.

New educational materials: Following the question at the bottom of the page, please tell us what new posters, labels, brochures, or other materials might help educate property management, property owners, staff, and residents on recycling and waste reduction. The County appreciates your input and will consider these suggestions as it develops outreach materials in the future.

Submitting the Annual Report: You may mail the completed report form to the address listed at the top of the first page of the report form, or you may fax the report to (240) 777-6465. Please ensure that your report is received by the Montgomery County Division of Solid Waste Services by February 1.

Please note: Failure to submit an annual recycling report to the County is a Class B violation of Montgomery County Code, subject to a fine of up to \$150.00 per day, levied each day the violation persists.